Evaluation Web – Direct Data Entry Guide

05/12/2016

General Notes:

Resources from Luther are available by clicking the blue "?" on the log-in screen or in the data entry Windows User

New records are editable for 90 days after submitting a form. On the 91st day they become locked and can only be unlocked by the data manager.

Negative test results must be entered within 7 days

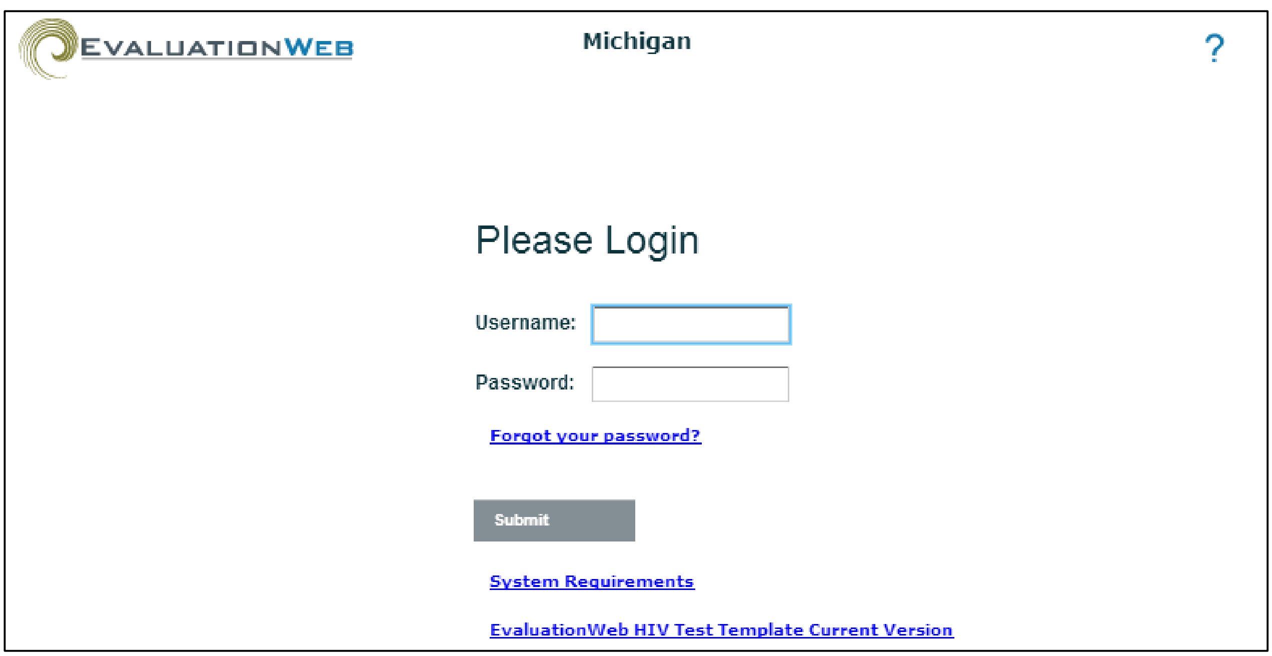
Reactive results must be entered within 48 hours

Unknown Dates: use 01/01/1800; interpreted by system as "unknown"

Logging in:

New users can be added to Evaluation Web by first contacting Jennifer Linzmeier (DHHS) <LinzmeierJ@michigan.gov>. The authentication process may take several weeks to get approval through CDC and Luther.

Once you have received your log-in credentials, log-on by visiting cdc-ew.lutherconsulting.com. The log on process requires two steps: both entering your user name and password and selecting the correct security code which you will choose the first time you log on. You must allow pop-ups in order to access the data entry module for Evaluation Web.

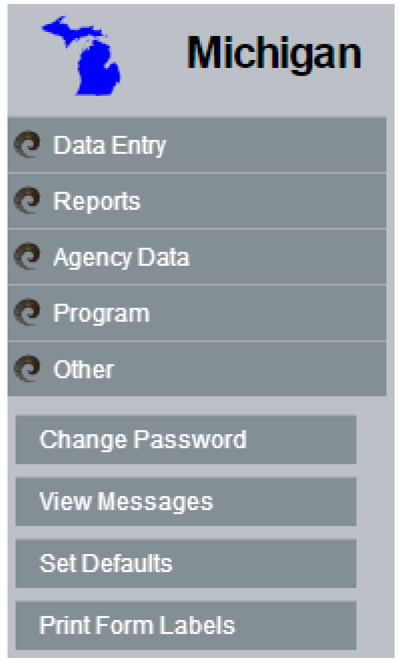


After logging on, users with access to multiple programs will be prompted to select a program. This selection will open a new window where you can view, enter, and edit test information.

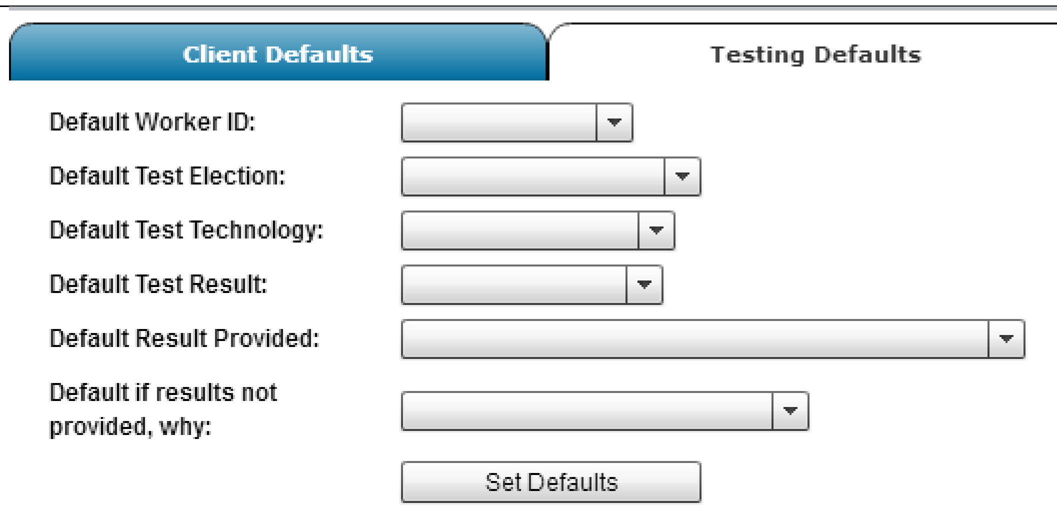
User settings:

At any time after getting access to Evaluation Web, you can adjust certain user settings or set default data entry responses.

The left side of your browser contains the menu with options for data entry, report generation, agency data, program data, and other.
Using the “Other” menu, you can change your password, view messages, set defaults, and print form labels.



Setting defaults allows for faster data entry by auto-populating certain fields with common or universal responses for your site. For example, you can default a program announcement and site location. Defaults are user specific and will only apply to your username.

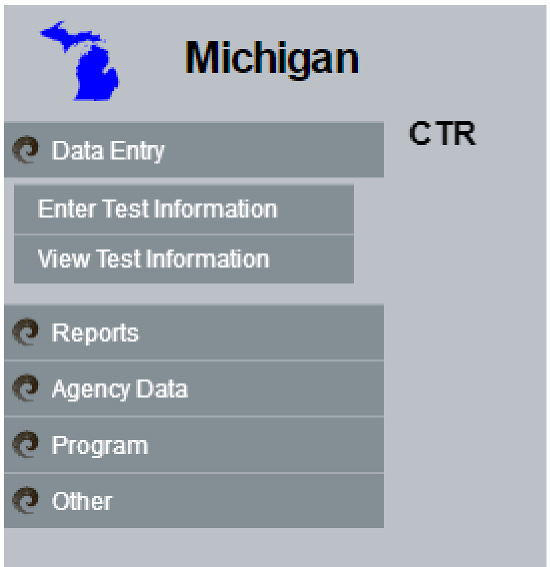


Enter Test Information:

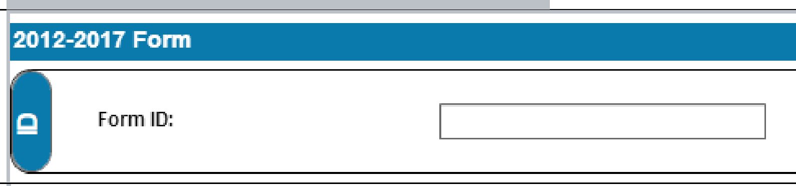
All new testing events from funded entities will be entered using direct data entry in Evaluation Web.

All fields should be completed based on client responses, using “don’t know” to indicate that the client does not know, “declined to answer” to indicate that the question was asked but not answered, and “not asked” to indicate that a question was not asked.

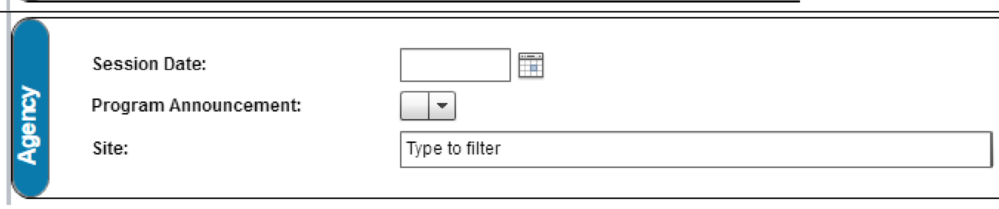
To enter a new test event, select “Data Entry,” then “Enter Test Information” from the menu in the upper left corner.



ID: Fill out “Form ID” with the sticky number from the sample



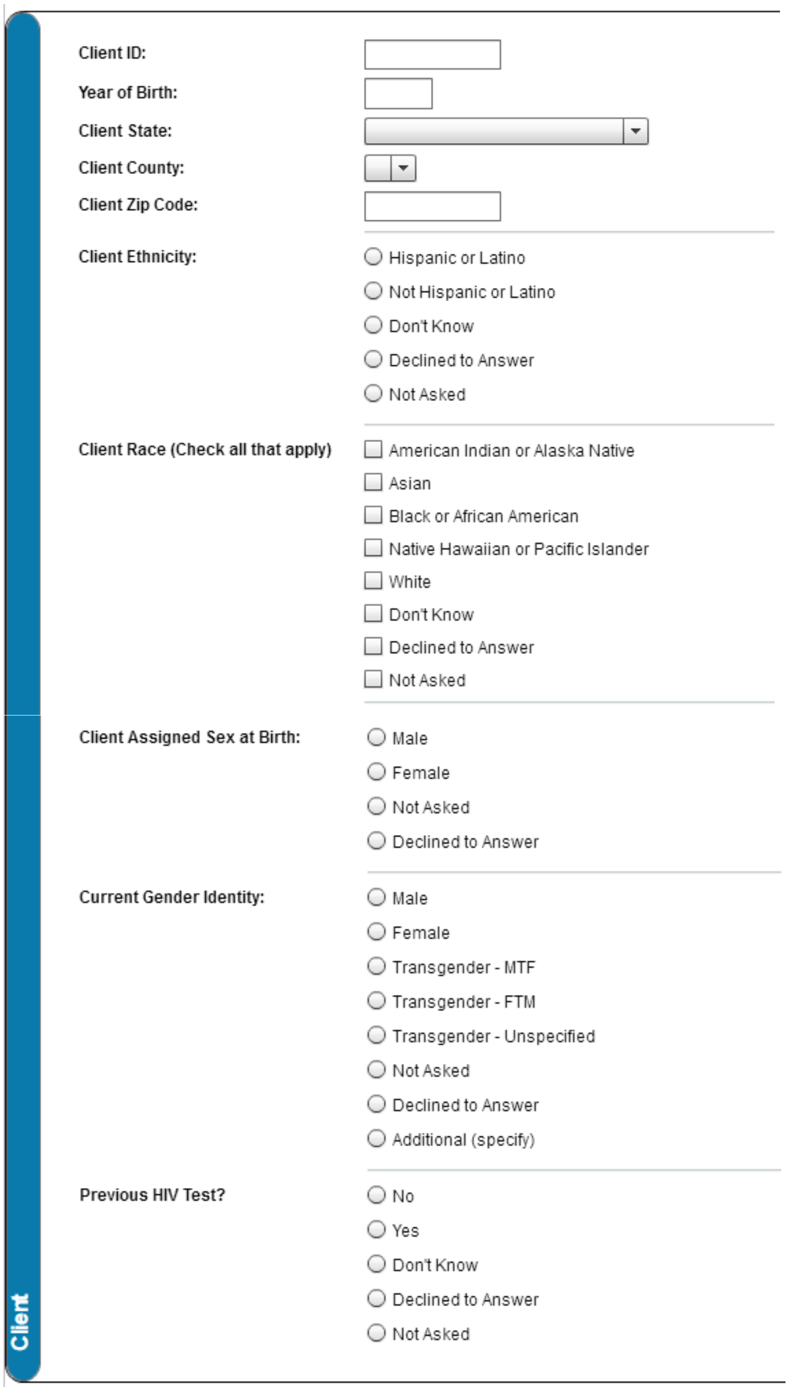
Agency: Select Session date (date of testing event) and appropriate program announcement. Note that individual users can set defaults (see User Settings).



Client: Enter client information.

Client ID is the 10-digit sticky number, or, for directly funded agencies, used for site specific client ID.

For Client Race, you may select more than one value.
If you select "Yes" for previous HIV Test, new options will appear.


Client

Client ID:

Year of Birth:

Client State:

Client County:

Client Zip Code:

Client Ethnicity:
- Hispanic or Latino
- Not Hispanic or Latino
- Don't Know
- Declined to Answer
- Not Asked

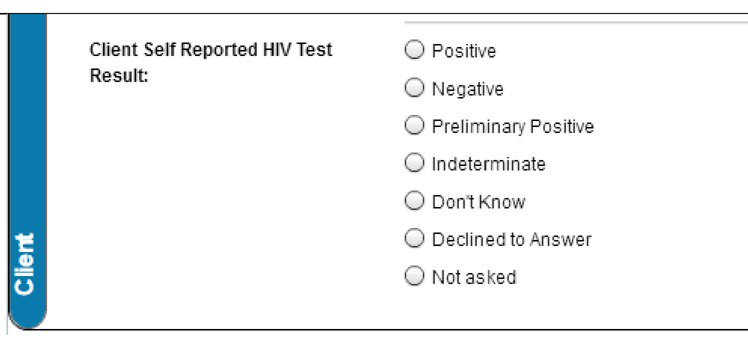
Client Race (Check all that apply)
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- Don't Know
- Declined to Answer
- Not Asked

Client Assigned Sex at Birth:
- Male
- Female
- Not Asked
- Declined to Answer

Current Gender Identity:
- Male
- Female
- Transgender - MTF
- Transgender - FTM
- Transgender - Unspecified
- Not Asked
- Declined to Answer
- Additional (specify)

Previous HIV Test?
- No
- Yes
- Don't Know
- Declined to Answer
- Not Asked

Previous HIV Test: If you select "Yes" for Previous HIV Test, you will be prompted to enter the result as reported by the client.


Client

Client Self Reported HIV Test Result:
- Positive
- Negative
- Preliminary Positive
- Indeterminate
- Don't Know
- Declined to Answer
- Not asked

HIV Test 1: You can enter up to three HIV test types and results; you must enter at least one.

If you select "No" for results provided, you must also answer "If results not provided, why?"

If you have an additional HIV test to enter with the same sticky number, select "Yes" for "Show HIV Test 2" and submit appropriate information.

HIV Test Information

HIV Test 1

Sample Date:

Worker ID: Type to filter

Test Election:
- ○ Tested anonymously
- ○ Tested confidentially
- ○ Test not offered
- ○ Declined Testing

Test Technology:
- ○ Conventional
- ○ Rapid
- ○ NAAT/RNA Testing
- ○ Other

Test Result:
- ○ Positive/Reactive
- ○ Negative
- ○ Indeterminate
- ○ Invalid
- ○ No Result

Result Provided:
- ○ No
- ○ Yes
- ○ Yes, client obtained the result from another agency

Show HIV Test 2:
- ○ No
- ○ Yes

Behavioral Risk Factors: select the appropriate response for the completion of a behavioral risk profile.

When entering risk information: If a client doesn't know or refuses to answer a question, you may select "Don't Know" or "No Response" respectively. For risk categories left blank, it will be assumed that the question was not asked.
In "Additional Client Risk Factors," select all behaviors that apply.

Behavioral Risk Factors

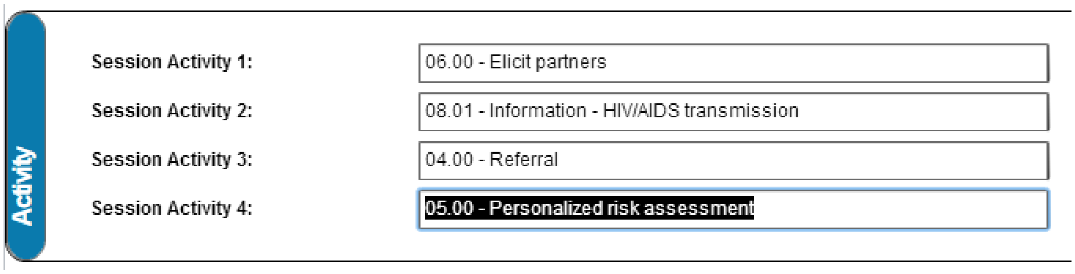
Choose one if:
- ◉ Client completed a behavioral risk profile
- ○ Client was not asked about behavioral risk factors
- ○ Client was asked, but no behavioral risks were identified
- ○ Client declined to discuss behavioral risk factors

In past 12 months, client has identified the following:

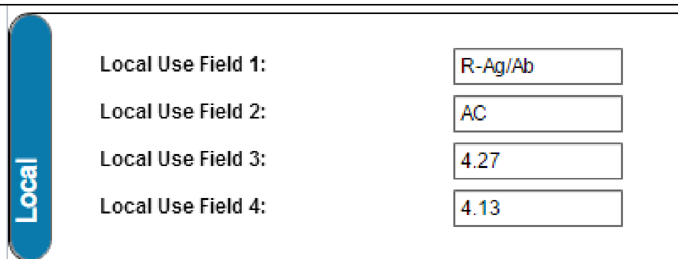
Vaginal or Anal Sex with a Male:	○ No	○ Yes	○ Don't Know	○ No Response
Vaginal or Anal Sex with a Female:	○ No	○ Yes	○ Don't Know	○ No Response
Vaginal or Anal Sex with a Transgender Person:	○ No	○ Yes	○ Don't Know	○ No Response
Injection Drug Use:	○ No	○ Yes	○ Don't Know	○ No Response

Additional Client Risk Factors:
- ☐ 01 - Exchange sex for drugs/money/or something they needed
- ☐ 02 - While intoxicated and/or high on drugs
- ☐ 05 - With person of unknown HIV Status
- ☐ 06 - With person who exhanges sex for drugs/money
- ☐ 08 - With anonymous partner
- ☐ 12 - Diagnosed with a sexually transmitted disease (STD)
- ☐ 13 - Sex with multiple partners
- ☐ 14 - Oral Sex (optional)
- ☐ 15 - Unprotected vaginal/anal sex with a person who is an IDU
- ☐ 16 - Unprotected vaginal/anal sex with a person who is HIV positive
- ☐ 17 - Unprotected vaginal/anal sex in exchange for drugs/money/or something they needed
- ☐ 18 - Unprotected vaginal/anal sex with person who exchanges sex for drugs/money
- ☐ 19 - Unprotected sex with multiple partners

Session Activity: You can add up to four activities completed with CTR. You may type in codes or text to filter results and/or choose from a drop down menu. You do not need to enter four activities if less were completed.



Local Fields: Local fields are being used in Michigan to collect additional information.



Local field 1: enter the reactive test result
Local field 2: enter additional race if Arab/Chaldean, otherwise leave blank
Local field 3: If referred for PrEP, enter referral code. Otherwise enter any other additional referral
Local field 4: Any additional referral code

Local Field	Variable	Options
# 1	**Reactive Result**	R-Ag R-Ab R-Ag/Ab
# 2	**Race (Arab/Chaldean)**	AC
# 3	**Referral**	(any referral however please prioritize if referring for PrEP)
# 4	**Referral**	Any referral

Referrals: For HIV positive test results, additional information is needed on referral to medical care and partner services.

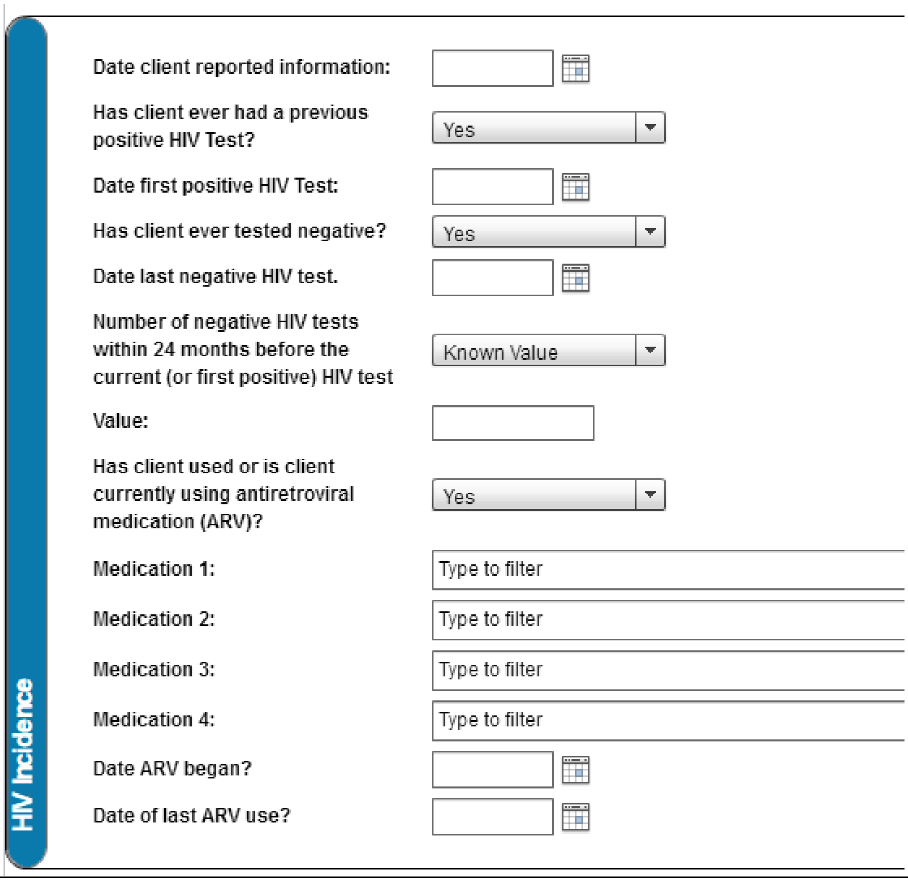
For female clients with positive result, complete questions related to pregnancy and, if pregnant, prenatal care.

Referrals

Was client referred to HIV medical care?	○ No ◉ Yes ○ Don't Know
If yes, did client attend the first appointment?	◉ Pending ○ Confirmed- Accessed service ○ Confirmed- Did not access service ○ Lost to follow-up ○ No Follow-up ○ Don't Know
Was client referred to Partner Services?	○ No ◉ Yes ○ Don't Know
If yes, was client interviewed for Partner Services?	○ No ◉ Yes ○ Don't Know
If yes, was client interview within 30 days of receiving their result?	◉ No ○ Yes ○ Don't Know
Was client referred to HIV Prevention services?	◉ No ○ Yes ○ Don't Know
What was the client's housing status in the past 12 months?	○ Literally Homeless ◉ Unstably housed and at-risk of losing housing ○ Stably housed ○ Not Asked ○ Declined to answer ○ Don't know

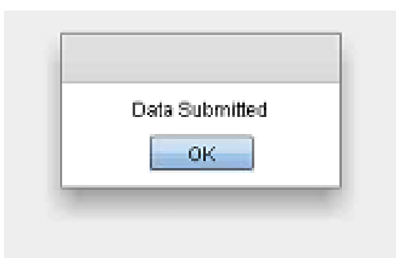
HIV Incidence: For HIV positive test events, complete information about testing and treatment history including date of previous HIV tests and results and ARV status and date.

If the client is currently or was previously on ARVs, enter the medication name to search and select the appropriate response for up to four medications.



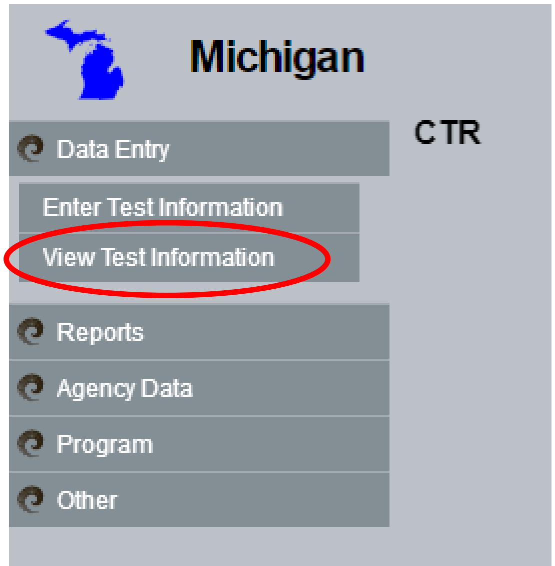
Submit Form: the system will go through several validation checks.

If it recognizes no problems, you will see a confirmation screen.

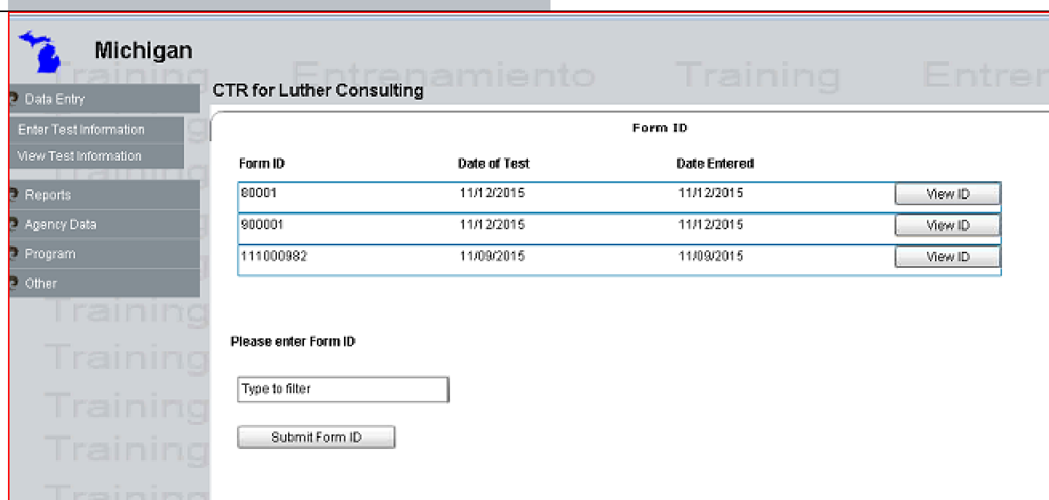


View Test Information:

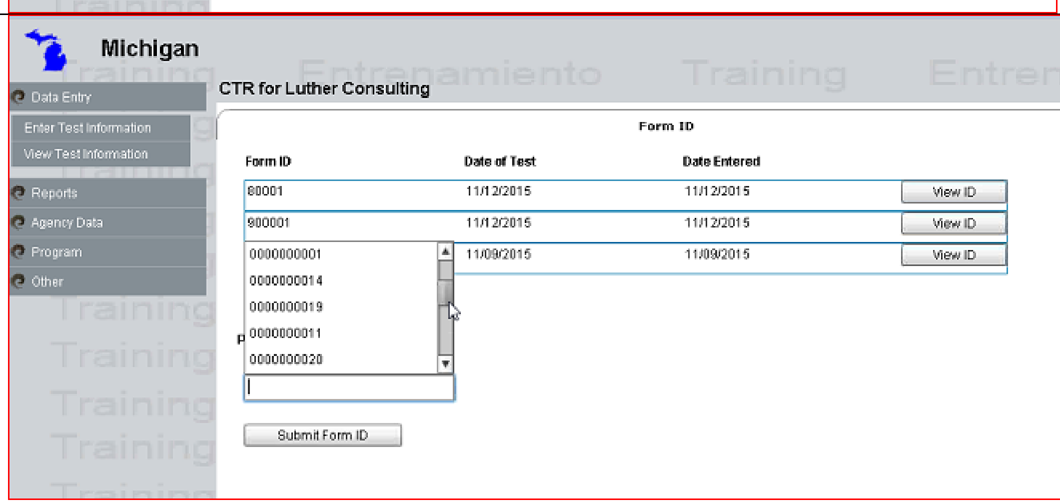
To look up testing events in Evaluation Web, select "View Test Information" in the left hand menu, nested under "Data Entry"



View Test Information: See last 3 entries listed with Form ID (sticky #), Date of Test, and Date of Entry.



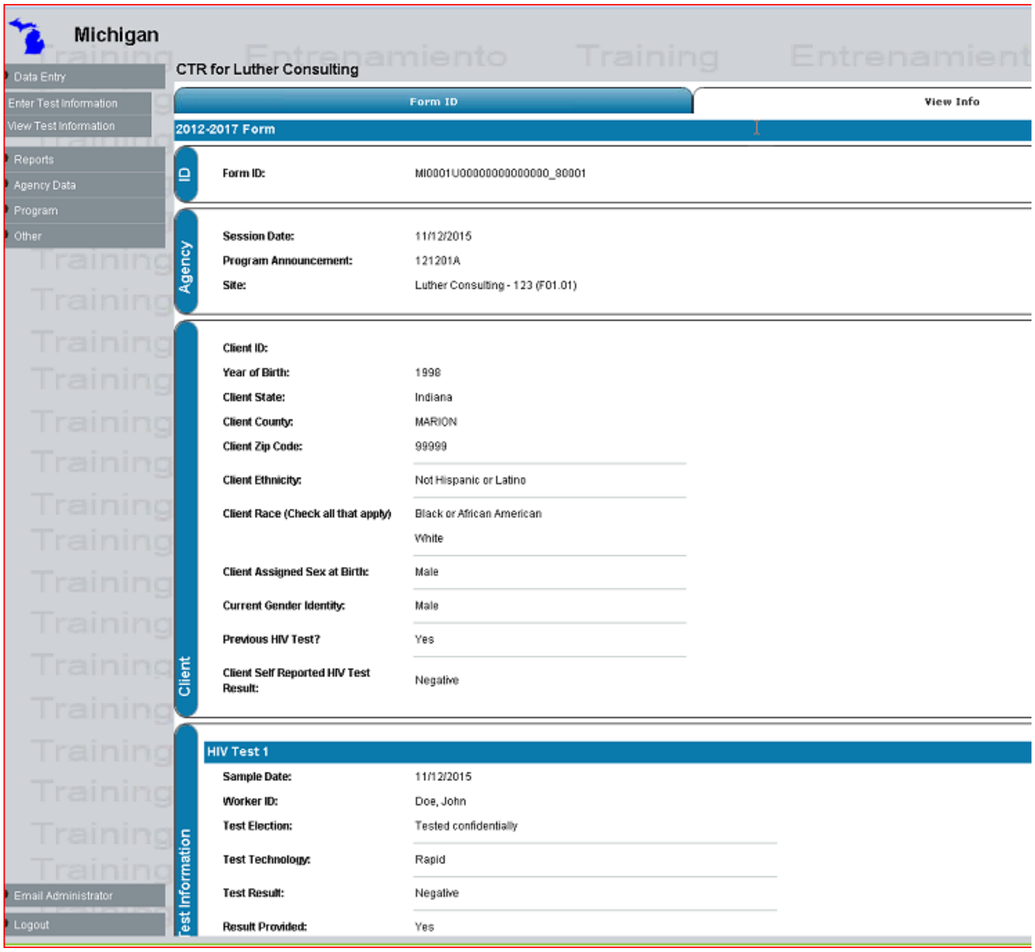
To search other entries, insert cursor into Form ID field to see all entries' Form IDs for that agency. Can either use drop down menu or key in the Form ID you are seeking.



Click View ID for the record desired. Information will open up und "View Info" tab (a read-only screen)
In "View Info" mode, you can print the testing form or export it as a PDF.

To edit test, select the edit test tab, insert updates or edits, and click <u>submit form</u> to have new information saved.

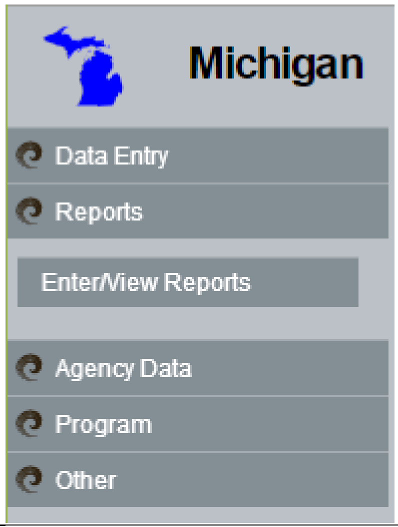
Tests can only be edited in the first 90 days after data entry and then become locked to future changes.



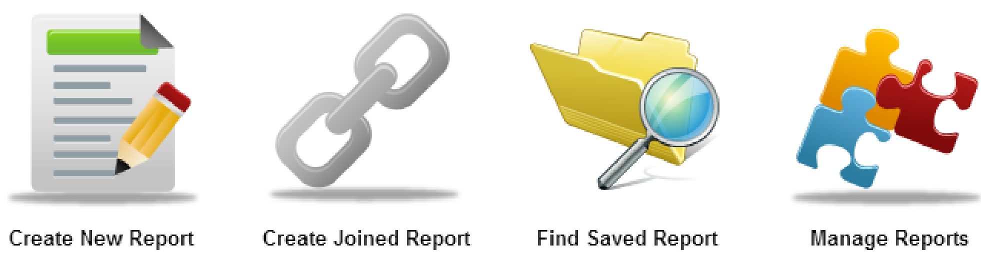
Reports:

Program supervisors may wish to view reports on their testing data to check data quality or view summary statistics. Evaluation Web offers several options for generating and viewing these reports, or for exporting data as excel or comma separated files.

Enter/View Reports:

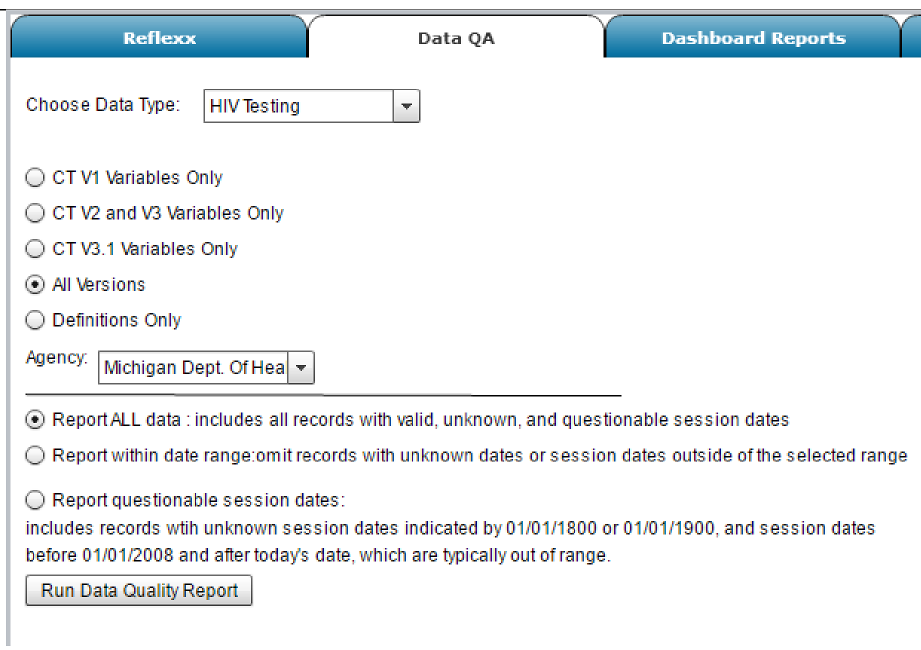


Reflexx: this tool allows you to generate custom reports based on selected variables. Reflexx opens in a new window. See the Evaluation Web training page for detailed tutorials on using Reflexx.

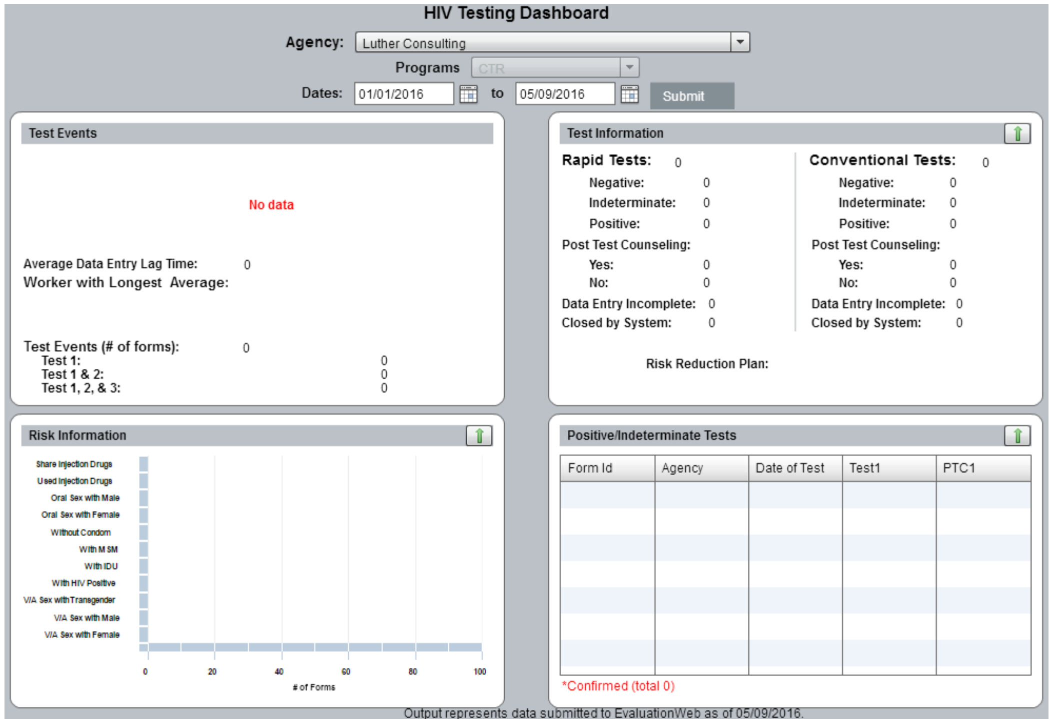


Data QA: Running a data quality assurance report will report the number of missing results in each form field. Choose your data type, variables, and data range and click “Run Data Quality Report.” Evaluation Web will create an excel file of summary results that will be automatically downloaded to your computer.

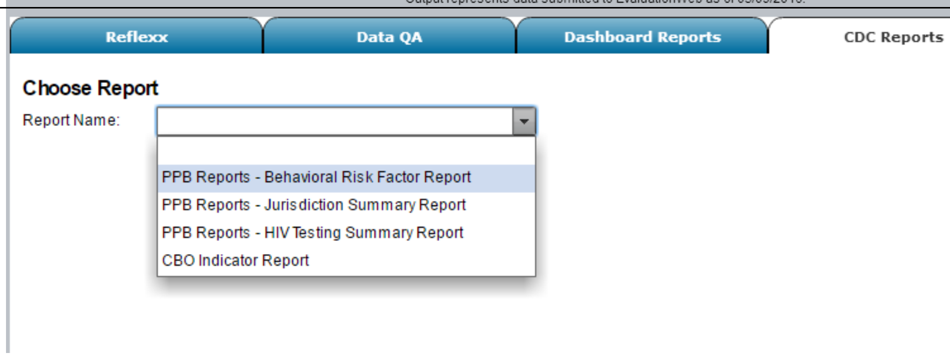
(Note that events from 2013 forward use CT V3.1 variables.)



Dashboard Reports: The HIV Testing Dashboard will open in a new window when you press “Launch HIV Testing Dashboard.” Select an Agency and Program to view an interactive four-panel dashboard of your data. Note that if you already have Reflexx or another Evaluation Web third window open, Dashboard Reports are unable to open.



CDC Reports: this tab contains options for some pre-set reports which CDC uses. You can choose your jurisdiction and program announcement(s) to create a customized version of these reports.



Referral Codes Quick Reference:

Referral to an Intervention	Code
ARTAS	4.1.31
Brothers Saving Brothers	4.3.01
Case Management	4.19
Comprehensive Risk Counseling Services	4.16
General Medical Care	4.13
Healthy Relationships	4.1.02
HIV Medical Care/Evaluation/Treatment	4.1
HIV Prevention Counseling	4.03
HIV Testing	4.01
IDU Risk Reduction Services	4.11
Mental Health Services	4.15
Mpowerment	4.1.05
nPEP	4.27.2
Other Prevention Services	4.17
Other Support Services	4.18
Partner Services	4.14
PCC	18
POP	4.3.02
Prenatal Care	4.09
PrEP	4.27
Reproductive Health Services	4.08
STD Screening and Treatment	4.04
Substance Abuse Services	4.12
Syringe Exchange Services	4.07
TB Testing	4.06
Viral Hepatitis Screening and Treatment	4.05

Local Fields Quick Reference:

Local Field	Variable	Formatting of options
1	Reactive Test Result	R-Ag R-Ab R-Ag/Ab
2	Arab/Chaldean ethnicity	AC (leave blank if not Arab/Chaldean)
3	Referral – PrEP or other	4.27 (Any other referral code)
4	Referral – other	(Any referral code)